



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

07/30/04

Volume 158

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)

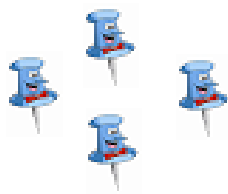


Save the Date!
CT Shops 2004
November 9, 2004!

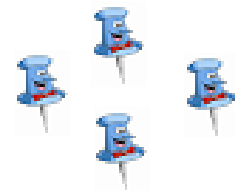
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Suburban Stationers Lowers Prices on Office Supplies!



Suburban Stationers Office Products



16 Stack Street, Middletown, CT 06457
Phone: (860) 347-0299 Fax: (860) 347-5051

Suburban Stationers is a certified Connecticut Small Business Enterprise (SBE) and a full line supplier on the new contract for Office Supplies, Paper and Toner [04PSX0016](#)

Below is a list of some popular office supply items Suburban Stationers offers along with a price comparison between the previous contract and the new contract. Wow! These price reductions mean great saving for you!

Description	Previous Price	Current Price	Savings!
CD's MAX DRW74	\$1.27	\$.65	\$.62
Diskettes MAX MF2HDFRMT	\$2.71	\$1.58	\$1.13
Adhesive Tape MMM 62003/4x1296	\$1.03	\$.68	\$.35
Storage Boxes FEL 00703	\$2.16	\$1.17	\$.99
File Folders SPR SP11113	\$7.58	\$4.17	\$3.41
Laser Toner HEW C3903A	\$103.69	\$69.34	\$34.35
Laser Toner HEW C8016X	\$145.92	\$107.18	\$38.74
Padded Mailer SEL 10197	\$.66	\$.56	\$.10
Sharpie Marker SAN 35001	\$.67	\$.57	\$.10
Mouse Pad CSY 23605	\$1.74	\$.93	\$.81
Fax Toner BRT PC201	\$25.55	\$19.10	\$6.45

To see a complete list of the fixed price items awarded to Suburban Stationers, click on the logo to the right and check out the prices they offer on their office supply items!



To obtain a full line catalog of all state contract office supply items available from Suburban Stationers, you may contact them at 860/347-0299 or request a catalog online at www.suburbanop.com

CT \$hops Fact: We are happy to announce that for the third year in a row, Suburban Stationers will be a **Platinum Sponsor** at CT \$hops 2004 on November 9, 2004 at the Connecticut Expo Center!

For complete information about CT \$hops 2004, including a complete list of sponsors, partners and exhibitors, go to the CT \$hops website at http://www.das.state.ct.us/CTShops/ctshops_exhibitors.asp

DOIT Announces Paperless Purchasing System!



Agency Briefing Scheduled For August 10, 2004

The Department of Information Technology (DOIT) is pleased to announce the development of an electronic workflow process for IT procurement called the **DOIT Contracts & Purchasing System (DCPS)**. This new system replaces the paper SP-10, ITAR and required attachments with a paperless system. DCPS incorporates purchasing rules to ensure procurements do not proceed without the necessary approvals. DCPS is a WEB/Browser based system for entering, routing and approving DOIT-10s. **Finding the status of a purchase request will be as easy as logging into DCPS.**

Agencies within the executive branch of state government, with the exception of Higher Education and the Constitutional Offices, are required to purchase IT products and services through DOIT. **DOIT believes this system will both expedite the purchasing process for client agencies and improve the quality of our procedures.**

To introduce agencies to DCPS, DOIT will be hosting an informational session for all using state agencies.

DCPS Informational Session
August 10, 2004 9:00-11:00 am
101 East River Drive
Room 1002 A&B
East Hartford, CT

Additionally, DOIT will be offering training classes each Tuesday starting on August 31, 2004 through Nov. 30, 2004 @ 9:30 – 11:30 am.

Please contact your DOIT Liaison to register for the informational session and training classes. To find your Liaison click here: <http://www.ct.gov/doit/cwp/view.asp?a=1243&q=254106>

Contractor Prequalification Program Updates



Contractor Prequalification Application

The on-line Contractor Prequalification Application is improving daily with increased functionality. Soon you will be able to submit the on-line application just by clicking a button. Not only that, but you will also be able to review the current status of your application so that you can track its progress as it goes through the review process. Please check our website frequently so you don't miss any updates to the application.

http://www.das.state.ct.us/Business_Svs/PreQual/Prequal.asp

Contractor Performance Evaluation

Awarding authorities should check out our new link to the Contractor Performance Evaluation form. By visiting the link you can now download a hardcopy of the Contractor Performance Evaluation form for review. This new feature allows you to review the form without having to go through the process of creating a logon account. You will also be able to download a hardcopy of the Contractor Application as well. Check it out by clicking on the following link.

<http://www.pdc.state.ct.us/prequal/Login/Welcome.cfm>

Contractor Prequalification Hotline



Help with the Contractor Prequalification Program is just a phone call away! Contact the Contractor Prequalification Unit at **860-713-5280** if you have any questions or problems with any issue relating to the Contractor Prequalification Program.

CT \$hops 2004 Registration Update!

Calling all State of Connecticut Agencies, Cities, Towns, Schools, Not-for-Profit Organizations and Private Institutions of Higher Education!



You are invited to attend:



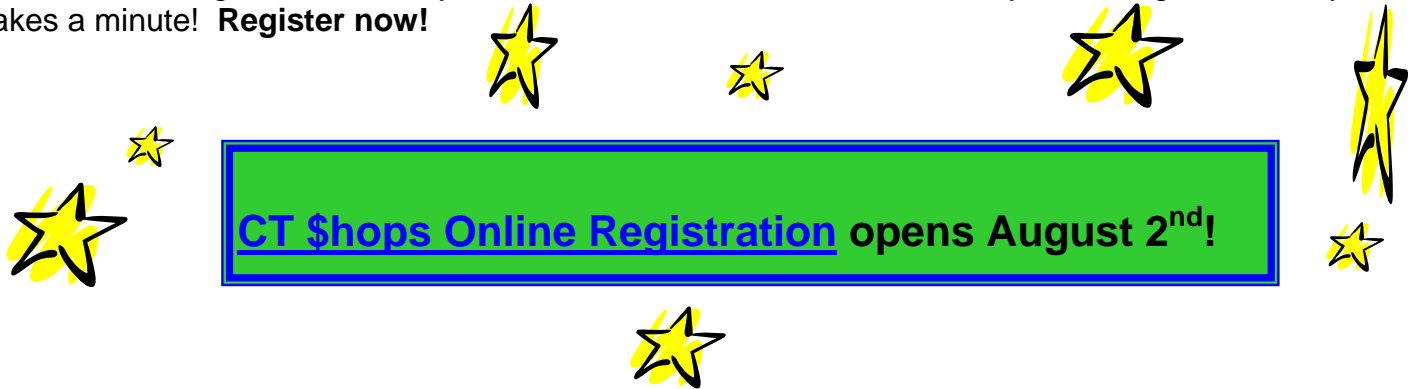
CT \$hops 2004
November 9, 2004
8:30am – 3:30pm
Connecticut Expo Center
265 Reverend Moody Overpass
Hartford, CT



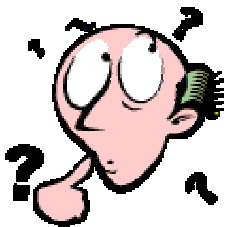
Are you responsible for the purchasing function in your organization? Do you make the purchasing decisions? Are you in the market for a product or service? If you answered yes to any of these questions, **CT \$hops** is for you! We already have a wide variety of exhibitors that represent a diverse area of products and services and new vendors are registering every day!

For those of you who did not attend CT \$hops 2003, you will not want to miss CT \$hops 2004. CT \$hops is Connecticut's product show for all State of Connecticut contract vendors and suppliers. This is your chance to personally meet vendors and see the products and services they can offer to you at the great prices the state has negotiated.

The show is **free**, parking is **free** and did we mention that lunch is **free**? Wow! Anyone that pre-registers on our website will get lunch at no charge! Unfortunately, we cannot offer the same for those that register on the day of the show. So, come on! What are you waiting for? It only takes a minute! **Register now!**



Beginning August 2, Use the link above to register or go to http://www.das.state.ct.us/CTShops/ctshops_attendee_info.asp to link to the CT \$hops 2004 webpage for more information and to register to attend CT \$hops 2004!



Are you wondering who will be at CT \$hops? - Our prime contractors will be there along with many other vendors including a large number of certified small and minority business enterprise vendors! See the CT \$hops 2004 exhibitors at: http://www.das.state.ct.us/CTShops/ctshops_exhibitors.asp

Once you know who will be at the show you can plan your strategy for getting the most out of your **CT \$hops** day!

Is there a particular contract vendor that you would like to see at CT \$hops 2004? If so, be sure to let them know that great booth locations are still available and they should sign up right away.

? If you have any questions, contact:

Event Planner
Erin O'Neil/Beth Pancavage
(860) 657-3331
ct.shops@po.state.ct.us

DAS Event Coordinator
Maureen Friedman
(860) 713-5069
maureen.friedman@po.state.ct.us

Over 64 Booths Sold To Date!

Don't miss out on your opportunity to be a part of CT \$hops 2004! **All Connecticut contract vendors, their suppliers, not for profit organizations and state agencies are invited to purchase booths at our overwhelmingly successful product show.** As of today, 64 booths have already been sold! We encourage all potential participants to take this opportunity to become a sponsor or reserve a booth(s) while there still is a great selection of prime booth spaces



- Use this link to go directly to the CT \$hops web page to register your company and/or to find out more information about CT \$hops!

http://www.das.state.ct.us/CTShops/ctshops_exhibitors.asp

- Want to know just how successful our first CT \$hops show was last year? Read the reviews and find out!

http://www.das.state.ct.us/CTShops/ctshops_testimonials.htm

- We know that you probably have some questions about participating in CT \$hops 2004, so we put together some FAQs that will provide more information for you.

http://www.das.state.ct.us/FAQ_Index.asp?F_Group=PRShop

If you don't find the information you need in our FAQs, Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to ct.shops@po.state.ct.us



We will share new information about CT \$hops as it becomes available, so stay tuned to WIN for the latest up-to-date information about our spectacular product show – CT \$hops 2004!

CT Environmentally Preferable Purchasing

Q. How do I get rid of POISON IVY, *Rhus radicans*, in my yard?

Good question! As anyone with a yard knows, poison ivy is one of those weeds that spreads quickly over disturbed areas, chokes out trees and shrubs, and can cover you with an itchy bumpy rash that can keep you up scratching all night.



A. According to the Food and Drug Administration, roughly 70% of the U.S. population is sensitive to poison ivy. Our immune systems usually allows one free exposure to an irritant such as urushiol, the skin irritant found in poison ivy sap, before subjecting our bodies to a full

blown reaction. The poison ivy plant is very fragile and even the little hairs found on the stems and leaves can have some urushiol present.

Although poison ivy does prevent erosion and provide food for wildlife, many people understandably want it out of their yards. If you're one of those people, don't reach for the chemicals; try this instead:

First, and always when working with or around poison ivy, wear protective clothing (long sleeves, long pants and boots) and eye gear. In late fall or early winter when the plants are dormant, mix three pounds of salt with a gallon of soapy water and spray the solution on the plant leaves and stems. The soap allows the mixture to adhere to the leaves while the salt draws all the moisture out of the plant. After the plants have turned brown, they may be removed and buried. Remember to always wear protective clothing and eye gear. Even if it looks dead, the urushiol can still remain active even after a year. Plants that you pull out must never be burned or composted.

After you've won the war against your poison ivy patch, wash off all your tools and wash the clothes you were wearing separately from uncontaminated clothing. Medline Plus (a division of the U.S. National Library of Medicine and the National Institutes of Health) has medical advice on symptoms and first aid you can access at

<http://www.nlm.nih.gov/medlineplus/ency/article/000027.htm>.

Happy clearing and remember, **"Leaves of three, leave them be."**

CT DAS state contracts offer a number of environmentally preferable products and services. For more information on how you can purchase or use environmentally preferable products and services where you live and work, you may contact CT EPP at Barbara.moser@po.state.ct.us or call at (860) 713-5081.



Boise /OfficeMax to Host Open House!

Attention: All Using Connecticut State Agencies, Political Subdivision, Schools, Municipalities and Not for Profit Organizations. If you are responsible for the purchasing in your agency or organization, make plans to come on down! No RSVP is required! Boise/OfficeMax is hosting an Open House just for you!



Open House
Cromwell Marriott
Thursday August 12, 2004
9:00 am – 3:00 pm



If you have any questions please feel free to contact the customer service representatives:

Sandy Rovin
800-889-9119 Ext.2421
sandyrovin@boiseoffice.com

John Hannan
800-889-9119 Ext.2808
johnhannan@boiseoffice.com



New Real Estate Appraisal Service Contract Available to Municipalities!

A brand new contract, [04PSX0200](#), is in effect from August 1, 2004 through July 31, 2007 **for Real Estate Appraisal Services**.

The contract lists the appraisal service rates by county and appraisal categories include dormitory, apartment and house. There are two categories of appraisers, State Certified General Appraiser and State Certified Residential Appraiser. These two categories include either all types of real estate or residential real estate without regard to transaction value, including federally related transactions.



Click on the contract number above for more details about the Real Estate Appraisal Service contract! Questions regarding this contract may be directed to Tina Costanzo at tina.costanzo@po.state.ct.us or 860/713-5068.



Sending out an S.O.S



Cheryl Z. Udin, Purchasing Manager at the Connecticut Institute for the Blind (CIB), wrote to tell us about her **S.O.S.** CIB is a not for profit organization that is taking advantage of our P-Card (credit card) program and the following is what Cheryl has to say about it this helpful service:

“The Connecticut Institute for the Blind/Oak Hill began the State of Connecticut Purchasing Card program after years of searching for a credit card that would fit our myriad of programs. The Department Card, which suits our programs very well, is issued to a specific program, not to an individual, so all staff that has been in-serviced in the use and legal ramifications of the card can make purchases. The Business Office has set spending limits as to where the cards can be used, how much money can be spent in one transaction as well as a daily and monthly maximum.

The benefits are:

- Enormous time and labor savings. There is no longer a need for our business office to write weekly food and household checks to each program (2 checks per week times 100 different programs). Further, the program managers no longer need to go to the bank to cash checks
- Savings on CT Sales tax. For non-profits, any purchase over \$10.00 in value cannot be sales tax exempt if paying with cash. With the Department Card, we are no longer being charged sales tax

- Spending controls. The program managers have better control on their spending, by having staff sign in and out the card. A check off box for the card in the shift- to- shift logs makes keeping track of the card easier”

Thank you **Cheryl** for sharing your **S.O.S** with all of our WINners!

In case you haven't heard, **S.O.S** stands for **Stories Of Savings**. Because we can all learn from each other we want to get your **S.O.S**. Email them to the ePartners email address below and we will print them in WIN to share with everyone!

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners email ePartners@po.state.ct.us or call Maureen Friedman 860/713-5069.



Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 07/26/04

Contract #	Contract Name	For:	Contract Term
03PSX0375	Indoor Air Quality Consulting Services	Dept. of Public Works, All Using State Agencies, Political Subdivisions, Schools and Not For Profits	July 23, 2004 Through September 30, 2008
03PSX0379	Dry Cleaning Services	All Using State Agencies and Political Sub Divisions TE	April 8, 2004 Through October 31, 2008
04PSX0159	Dewormers for Governors Horse Guard, All Using State Agencies and Political Sub Divisions	Military Dept., 1st Co. Governors Horse Guard, 2nd Co. Governors Horse Guard, All Using State Agencies and Political Sub Divisions	July 27, 2004 Through June 30, 2008

Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

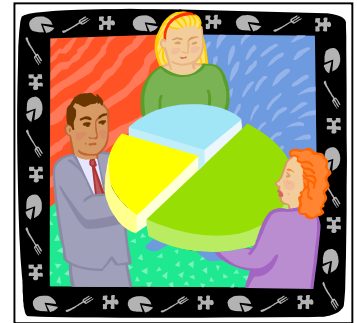
[Contract Search](#)

Click on the list of “Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days”. Choose the radio button marked “**Expiring** Contracts” and select the time frame. Then click “Get Contracts”. That’s all there is to it!

“Certification Central”

Check this out! We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors Certified in last 7 Days**.

The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.



http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors

Questions regarding the Supplier Diversity Program can be directed Meg Yetishefsky, Supplier Diversity Manager, at meg.yetishefsky@po.state.ct.us or 860/713-5228.



Peppy’s Toolbox

Click on the “toolbox” on the left to help yourself to any of the helpful “tools” (electronic forms) that are available to you.

Peppy’s Points to Ponder...



Carol Wilson of DAS Procurement Services recently attended a NASPO conference and brought back “Decision Tree” to share with us. It is an excellent tool to help eliminate stress at work and at home as well. Check it out! Click on the following link:

[Decision Tree](#)



Come on WINners! Send them in! Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming! Please take a minute to send them to me at peppy.procurement@po.state.ct.us and watch for them to appear in future issues of WIN.

Ask Peppy!



Do you have a purchasing question and you can't seem to find the answer? Send it to me at peppy.procurement@po.state.ct.us and I will do my best to find the answer for you and post it in a future issue of WIN.

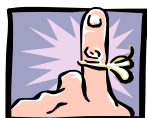
Core-CT Information



**New
Update!**

System Availability Update

Please be advised that due to month end processing, users will not have access to the system on the following dates July 31, 2004; October 30, 2004; and January 1 2005.



Reminder of Adjustment Period Processing

All spreadsheet journal corrections for Fiscal Year 2004 must be submitted by close of business on July 30, 2004. After that date, no additional corrections will be accepted to Fiscal Year 2004 transactions. For additional instructions, please refer to the July 12, 2004 Financials Daily Mail Spreadsheet Journal Corrections, at <http://www.core-ct.state.ct.us/fin-daily/display.asp?ID=143>



PeopleSoft Bug in PO Module Corrected (Open PO Period)

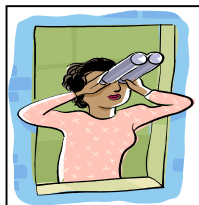
The PeopleSoft bug referenced in the July 7, Daily Mail has been corrected. This bug was not allowing users to access their rolled POs and was returning the following error message:

"The default date 2004-06-29 is not open. The open period for STATE is from 2004-07-01 to 2005-06-30 (10200,344). Open period is maintained in Open Period Update Page, Setup Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods."

All open tickets referencing PeopleSoft case 3366880 will be closed, as agencies can now access their POs.

This fix does not correct the other PeopleSoft case for the dynamic insert error, which "leaves your POs in a budget check Error status".

Looking for Catalog Items in Core-CT/PeopleSoft?



Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)

Getting Help Quickly And Easily



Click on the "Help" link below to access **ALL** the **Core-CT** help options that are available to you such as the Core-CT web site, current and past Daily Mail, help desk phone numbers, agency super users and more!

[Core-CT Help](#)

Tech Talk with Ms. Bits n' Bytes



Ergonomic Tips for Computer Users

Continuing with [Last Week's Ergonomic Tips](#), here are some more helpful suggestions:

Keyboard Positioning Suggestions

- Place the keyboard directly in front of you.
- Lay the keyboard flat or slope it down away from you.
- To reduce any potential strain on your fingers, hands, and wrists, remember these tips:
 - Strike the keys softly.
 - Glide your hands over the keyboard.
 - Rest your palms on a palm rest in between keystrokes, but don't fix your wrists or palms on the palm rest while keying.
 - Keep your wrists straight and relaxed.



Chair Adjustments

- Place your feet flat on the floor or on a footrest.
- Place the lumbar roll of chair to fit the lumbar curve of your back.
- Place the back of your knees a fist's width from the front edge of your chair.
- Position your thighs so they are parallel to the ground.

A thanks goes to http://www.att.com/ehs/safety/ergo_tips.html for sharing this helpful information with us.

Don't forget to write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: maureen.blackburn@po.state.ct.us



Keep up to speed with what's happening in the

Department of Information Technology





Contracts & Purchasing Division Information



Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact Information](#) page of their web site.

DOIT Bid/ Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.

Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email with the following information:



Name:
Job Title:
Agency/Organization Name:
Mailing Address:
City/State/Zip:
Phone:
Fax:
Email:

Email Teresa Dupont at teresa.dupont@po.state.ct.us or fax it to her at 860-622-2940. Once she gets the information, they will be added to the "WINner" list! Likewise, if you do not wish to receive WIN, send us a note and your name will be removed. Questions? Call Teresa at 860-713-5073.

Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>